

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.									
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use NAF		15. Classified/Graded by		Official Title of Position	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)		18. Department, Agency, or Establishment		c. Third Subdivision		d. Fourth Subdivision	
a. First Subdivision		b. Second Subdivision		e. Fifth Subdivision		Signature of Employee (optional)		19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that		this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		Signature	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position OPM FWS JGS Projectionist 3910 TS-32 Aug 74		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier		Signature	
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities (See Attached)									

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Projectionist **POSITION NUMBER** 01-040A

JOB SERIES: 3910 **PAY LEVEL:** NA-5

Summary of Duties: Sets up, operates and maintains 8mm or 16mm motion picture projecting equipment, slide projectors, and sound-reproducing equipment to produce coordinating effects on screen. Inspects film before it is shown and reports any problems or potential problems to supervisor before show time. Performs minor adjustments and repairs on equipment. May be required to cut and splice film. Maintains log of servicing dates for machines to ensure proper maintenance service is obtained in a timely manner. Advises supervisor when maintenance servicing is due. Keeps projection booth clean and orderly. May prepare film for forwarding. Packages film according to instruction determined by designation.

Performs other related duties as required.

Skills and Knowledge: Ability to set-up and adjust sound motion picture projectors properly to achieve proper size, illumination, and focus of the image; to operate motion picture, sound-reproducing equipment and slide projectors. Ability to replace defective lamps, clean, and make adjustments to equipment, cut and splice film prior to and during operations when breakage occurs, and locate and replace defective tubes and fuses. Skill in anticipating transfer of operation from one machine to another without interrupting flow of action on screen. Ability to use hand tools such as allen wrenches, screwdrivers, and pliers.

Responsibility: Incumbent performs duties independently in accordance with prescribed practices and general directions of supervisor.

Physical Effort: Work is normally performed while standing. Frequently lifts objects weighing up to 50 lbs. and are bulky and difficult to handle such as components of motion picture equipment. Reaches, bends and stoops to lift, place and carry equipment.

Working Conditions: Work is performed inside semi-dark, clean, well-heated areas. Potential for electrical shock and burns while changing projection lamps, tubes and plugs. Exposed to possibility of cuts and bruised to fingers from moving sprockets.